



City of South Bend

Vacancy Announcement

Post Date: Friday, March 13, 2015

Closing Date: Until filled

LEGISLATIVE RESEARCH ASSISTANT

Category: Part Time/Temporary

Department: Common Council

Reports To: Council President or Designee

Schedule: Schedule is subject to change based on operational needs.

Pay Rate: \$12.00-\$15.00/hr. (Non-exempt)

Position: SUMMARY

Assist the South Bend Common Council and the Council Attorney in assigned research projects which may be necessary for the efficient operation of the Council.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Work directly with the Council President or his designee in performing all assigned research tasks and projects.
- Analyze research assignments to determine most effective methodology for conducting research.
- Utilize multiple streams of data, such as internet, surveys, legal documents and other published research materials to complete research assignments.
- Organize and maintain research materials in paper or electronic filing system. Maintain databases, spreadsheets, or other data collection systems, and coordinate information, files, and correspondence.
- Prepare and proofread documents including the preparation of detailed sources, notes, and cross references.
- Contact federal, state, and local public officials to obtain information related to assigned research projects.
- Prepare charts and tables as needed to assimilate information.
- Initiate and respond to oral and written communication related to an assigned research task or project.
- Provide general staff support to the Common Council Members.
- Communicate with Common Council Members on a regular basis on assigned research projects.

- Establish, coordinate, and prioritize assigned research tasks or projects in order to complete assignments in a timely manner.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform other duties as needed or requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High School diploma or equivalent education is required.
- Preference for a paralegal certificate interdisciplinary program recognized in Indiana or a minimum of two (2) years' experience working as a legal research assistant or comparable experience.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Strong organization skills with attention to detail and thoroughness
- Excellent oral and written communication skills
- Excellent general research and investigating skills; self-motivated
- Knowledge of administrative and clerical procedures and systems such as word processing, database/spreadsheet development and maintenance, managing files and records (paper and electronic)
- Familiarity with Indiana governmental operations at the state, county, and local levels
- Professional demeanor and ability to maintain confidentiality of information
- Ability to track and meet deadlines of assigned research tasks or projects
- Ability to work cooperatively with others.
- Ability to work under stress and within time demands and deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required.

EQUIPMENT

- Efficiently operate office equipment including but not limited to a computer, telephone, printer, scanner, calculator, and facsimiles

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed mostly in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required